



CITY OF ATLANTA

Job Announcement

ACCOUNTING MANAGER

STARTING SALARY: \$48,206
Salary Grade: 25

Applications Accepted From: August 15, 2005 until August 26, 2005

Minimum Job Requirements

Applicants for this position must have a bachelor's degree in Accounting, Finance, Business/Public Administration or a closely related field and five years of professional accounting experience. CPA or Master's in Business Administration preferred. Thorough knowledge of the principles and practices of accounting; Oracle applications is a plus. Supervisory experience is required. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job

This employee manages general ledger reconciliation process and financial report generation; reviews and recommends improved accounting practices; implements updated computer application to accounting systems; provides accurate accounting information and recommendations to auditors; performs complex accounting studies as assigned by management; handles complaints and inquiries for City contractors, vendors and intradepartmental personnel and general public regarding miscellaneous requisition payments, encumbrance payments and other accounts payable.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30335-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

PERSONS MUST ALSO SUCCESSFULLY UNDERGO A FEDERAL BUREAU OF INVESTIGATIONS FINGERPRINT BASED CRIMINAL HISTORY RECORDS CHECK PRIOR TO ASSUMING THIS POSITION. POSITIONS MAY ALSO HAVE TO OBTAIN PRIOR TO AND MAINTAIN SECURITY CLEARANCE TO THE RESTRICTED AREAS OF THE AIRFIELD AND TERMINAL.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

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